

Salesperson Licensing Instructions & Reminders

- *Salespersons and Finance/Insurance personnel **must** be licensed by January 1, 2008. Salesperson license must be kept on his/her possession at all times.*
- *The Salesperson License is valid for no less than one (1) year and not more than five (5) years as determined by the applicant's birthday. The renewal fee for Salesperson License is \$10.00 every five (5) years.*
- *Late fee of \$5.00 charged if not renewed within six (6) months after expiration*
- *After six (6) months of expiration, individuals must start process for new license and pay all initial licensing fees. This includes background check and salesperson test.*
- *Duplicate license fee is \$5.00 for lost, stolen, or destroyed licenses.*
- *Transfer fee is \$5.00 and the division must be notified within 10 days. Licensees must obtain a new salesperson photo identification card when transferring to another dealership.*

Salesperson & Finance/Insurance Personnel Employed Prior to Effective Date of June 8, 2006

- Complete Salesperson Licensing Application (*Download form on-line or obtain form at Regional Offices.*)
- Must have employer sign, date, and check appropriate box in the certification section located at the bottom of the application.
- Visit local **Division of Motor Vehicles Regional Office** with completed application and present valid Driver's License or a government issued picture identification.
- Submit fee of \$7.00 for each licensing year and receive Salesperson License photo identification. (*Salesperson License valid for no less than one (1) year and not more than five (5) years as determined by the applicant's birthday.*)

Salesperson & Finance/Insurance Personnel Employed After Effective Date of June 8, 2006

- Complete Salesperson Licensing Application (*Download form on-line or obtain form at Regional Offices.*)
- Applicants must have the employer sign, date, and check the appropriate box in the certification section located at the bottom of the application.

- Visit local **Division of Motor Vehicles Regional Office** with completed application and fingerprint cards and present valid Driver's License or a government issued pictured identification.
- Submit fee of **\$7.00** for each licensing year. (*Salesperson License valid no less than 1 year and not more than five (5) years as determined by the applicant's birthday*). Payment of fee entitles applicant one attempt for passing test (*76% or 19 correct out of 25*). Test can be taken not more than once a week.
- Upon obtaining a passing score the applicant must submit a fee of **\$25.00** for the background investigation.
- After successfully passing the test, paying all required fees, and submitting fingerprints, the division will issue a Salesperson License Photo Identification Card with a temporary status of (90) days until the background is completed.
- The division will notify the applicant via letter regarding his or her permanent status once the background check has been completed and approved. (*Note: The division will automatically update the applicant's temporary license status in the DMV computer system to a permanent license status. It is not necessary to obtain another Salesperson Identification Card*).



Motor Vehicle Salesperson License Application

(Instructions and Reminders on Reverse Side)

Date ____/____/____ Salesperson License # _____

SSN _____
REQUIRED BY FEDERAL LAW-DOES NOT APPEAR ON LICENSE/ID

Name _____
LAST FIRST MIDDLE

Gender _____ Weight _____

Street Address _____

Height _____ Eye Color _____

City, State, & ZIP Code _____

Home Phone # (____) _____ - _____

Birthdate ____/____/____ License/ID# _____ Issuing State _____

Cellular Phone # (____) _____ - _____

Dealer # _____ Type _____

Are you a United States Citizen? *yes* ☐ *no* ☐

Dealer Name _____

** If "no", you must provide the necessary documents to establish your identity or legal presence in this country.*

List all additional dealership locations and dealer numbers on back side of this application.

Has your address changed since last issuance? *yes* ☐ *no* ☐

YOU MUST ANSWER ALL OF THE FOLLOWING, IF THE ANSWER IS "YES" TO ANY, YOU MUST SUBMIT DETAILS IN A SEPARATE STATEMENT AND INCLUDE DATE(S).

YES NO INITIAL

- ☐ ☐ ____ Have you ever had any previous applications for a dealer license or salesperson license refused in WV or any other state or jurisdiction?
- ☐ ☐ ____ Have you ever had your dealer license or salesperson license suspended or revoked in WV or any other state or jurisdiction?
- ☐ ☐ ____ Do you owe a child support obligation, that is more than six months in arrears, or are you the subject of a child support related warrant, subpoena, or court order?
- ☐ ☐ ____ Have you ever been convicted of a felony?

SALESPERSON LICENSE REQUIRED FEES

\$5

Late Fee

\$10

License Renewal

\$7

License Per Year
Issued for 1-5 years (\$7 - \$35)

\$5

Duplicate

\$5

Transfer

**COMPLETE THIS ENTIRE FORM.
ALL INFORMATION REQUESTED IS MANDATORY.
INCOMPLETE FORMS WILL NOT BE PROCESSED.**

Certification of Applicant

I hereby certify, under penalty of perjury, that the statements made herein are true and accurate to the best of my knowledge, information, and belief. I will engage in the business of selling motor vehicles only for the dealer(s) for which the Dealer Licensing Section has so authorized.

APPLICANT PRINTED NAME

(X) _____
APPLICANT SIGNATURE

____/____/____
DATE

Certification of Dealer

- ☐ It is hereby certified that the above named person is employed and duly appointed as a salesperson by the undersigned, a licensed motor vehicle dealer.

DEALER PRINTED NAME

(X) _____
DEALER SIGNATURE

____/____/____
DATE

DEALER NUMBER

Additional Dealerships and Locations

1.	Dealer Number
2.	Dealer Number
3.	Dealer Number
4.	Dealer Number
5.	Dealer Number

All Salespersons and Finance/Insurance personnel must be licensed.

When conducting business, the Salesperson must keep their salesperson license in their possession at all times.

NEW Salesperson Licensing Instructions:

- Applicants must have a background check done through digital fingerprinting. To start your background check, contact SAFRAN MORPHOTRUST USA by calling 1-855-766-7746 or visit www.morphotrust.com. All background checks are valid for 60 days and must be submitted to:

***DMV Dealer Services
ATTN: Salespersons Licensing
PO Box 17100
Charleston, WV 25317***

- Applicants will be charged a fee of \$7.00 for each licensing year. Salesperson licenses are valid for not less than one year and not more than five years, as determined by the applicant's birthday. Payment entitles the applicant one attempt to pass the test. To pass the test the applicant must score at least 19 correct out of 25, or receive a 76%. The test can only be taken once every seven days.
- Upon passing the test, the applicant will be issued a temporary salesperson license, valid for 90 days.
- Upon receipt of the background check, the DMV will notify the applicant via letter regarding approval or denial of their salesperson license.

RENEWAL Salesperson Licensing Instructions:

- Renewal applicants must take the salesperson license and application to their nearest DMV regional office for renewal. The fee for a non-expired salesperson license renewal is \$10.00.
- If the applicant has allowed their salesperson license to expire and it has been ***six months or less*** since the date of expiration, the applicant will be required to pay a \$5.00 late fee in addition to the renewal fee.
- If the applicant has allowed their salesperson license to expire and it has been ***more than six months*** since the date of expiration, the applicant must start the application process as a new applicant (see ***NEW Salesperson Licensing Instructions***).
- If the applicant needs to transfer their salesperson license a \$5.00 transfer fee is charged. In order to qualify for a transfer you must do so within 10 days of the transfer.
- If the applicant needs to replace a lost, stolen, or destroyed salesperson license a \$5.00 duplicate fee is charged.

The DMV does not send renewal notices for salespersons licenses.